

# **First Financial Federal Credit Union**

## **Job Opportunity**

**Job Title:** Full-time Teller

**Summary:** Accurately and efficiently processes and records routine transactions for members including cashing checks, accepting deposits and withdrawals, processing loan payments and money transfers. Promotes and advises on the credit union's products and services.

**Salary Range:** \$17-\$18 per hour.

### **Essential Duties and Responsibilities Include the Following:**

- Complies with and follows Bank Secrecy Act regulations.
- Records all transactions promptly, accurately and in compliance with the credit union's procedures.
- Ensures compliance with all internal controls and established policies.
- Posts transactions to member accounts accurately and maintains member records/confidentiality.
- Cash handling - deposits and withdrawals. Verifies for counterfeit currency.
- Identifies members, validates and cashes checks.
- Accepts checks and cash for deposit, checks the deposit slip for accuracy and verifies checks for authenticity and negotiability.
- Performs service for members such as ordering loan coupons, checks, prepares cashier's checks, temporary checks, and issues ATM/Debit cards.
- Places holds on accounts in accordance with credit union policy and procedure.
- Receives and verifies loan and VISA payments, and completes transfer vouchers and any potential fees.
- Receives and processes night and mail deposits
- Verifies ATM machines are free from tampering, processes deposit and settles the ATM.
- Explains and promotes credit union products and services to members.
- Attempts to resolve any issues and problems with member accounts.
- Processes daily totals and balances currency, coin, and checks in cash drawer. Proves out at the end of the day.
- Assists with opening and closing the branch by following the credit union's procedures.
- Other duties may be assigned.

### **Qualifications:**

- Prior cash handling experience is a must.
- Strong interpersonal skills.

- Superior customer service attitude required.
- Ability to cross-sell products and services.
- Computer skills.
- Good math aptitude.
- Good reading comprehension aptitude.
- Good verbal and written communication skills.
- Reliable and able to accommodate a flexible work schedule.
- High School Diploma/GED required.
- Must be able to work Saturday.
- Must be able to drive to all locations as per business needs.

As a First Financial employee, you'll enjoy a challenging work environment and an opportunity to make a difference. We offer paid training and a great benefits package including Medical, Dental, Rx, Vision, Life Insurance, Vacation, Sick, Personal, Tuition Assistance Program and Retirement Plan.

Equal Opportunity Employer/Veterans/Disabled